Unit 201: Employment and employability in the building services engineering sector

# Worksheet 11: Solution-driven problem-solving

**Task 1**: Read the following statements and decide whether they are true or false.

Circle the correct option.

1. Poor time management can lead to mistakes and low-quality work within industry.

**True / False**

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1. Effective time management can help to reduce stress within industry.

**True / False**

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1. Planning and managing time are not important for meeting project deadlines within industry.

**True / False**

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**Task 2**: SMART target activity

Identify an area of your practical course work that you would like to improve or focus on and apply the SMART framework to record how you will achieve each element.

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| Specific: |
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| Measurable: |
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| Achievable: |
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| Relevant: |
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| Time-bound: |
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**Task 3**: Fill in the gaps with the words provided.

positive skills evaluating development performance improve

decisions reflective practice outcomes processes role models

As a tradesperson in the BSE industry in the UK, reflective practice involves continuously examining and critically \_\_\_\_\_\_\_\_\_\_\_\_one's own performance, actions and \_\_\_\_\_\_\_\_\_\_\_to identify areas for improvement and make\_\_\_\_\_\_\_\_\_\_\_ changes.

\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_is essential due to the complex nature of BSE projects and the wide range of skills and knowledge required to successfully complete them. Without reflective practice, it can be difficult for tradespeople to improve their \_\_\_\_\_\_\_\_\_\_\_and knowledge, which can lead to low quality work and project delays.

Examples of reflective practice include evaluating project\_\_\_\_\_\_\_\_\_\_\_\_\_, seeking feedback, reflecting on project challenges and continuing professional\_\_\_\_\_\_\_\_\_\_\_\_. By engaging in reflective practice, BSE professionals can identify strengths and weaknesses in their\_\_\_\_\_\_\_\_\_\_\_\_, learn from mistakes and improve their skills and knowledge over time, ultimately delivering better projects and improving their overall performance in the industry.

In addition to the examples above, tradespeople can engage in reflective practice by analysing work\_\_\_\_\_\_\_\_\_\_\_, seeking out and engaging with successful \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and monitoring their own progress towards personal and professional goals. By engaging in reflective practice, BSE professionals can identify strengths and weaknesses in their performance, learn from mistakes, and \_\_\_\_\_\_\_\_\_\_\_their skills and knowledge over time, ultimately delivering better projects and improving their overall performance in the industry.

**Task 4**: Using the previous text you filled in, answer the following questions:

1. What are the benefits of engaging in reflective practice within industry?

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1. How can tradespeople engage in reflective practice in a practical way?

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1. What role does reflective practice play in maintaining high quality standards in the BSE industry?

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1. What are some common challenges that tradespeople face when engaging in reflective practice?

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1. How can tradespeople use reflective practice to improve their skills and knowledge?

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1. How can organisations support tradespeople in engaging in reflective practice?

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**Task 5**: Reflective practice

Use the internet to research the different learning styles and make some notes below.

1. Activists

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1. Reflectors

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1. Theorists

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1. Pragmatists

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